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ea Div + Staff - 5/18*

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EPIC/D-68-62  
16 May 1962

**MEMORANDUM FOR:** Executive Director, CIA  
**THROUGH:** Deputy Director (Intelligence)  
**SUBJECT:** Workload Data  
**REFERENCE:** Memo from the Executive Director, CIA, to the  
Director, EPIC, dated 26 April 1962, Subject:  
Workload

1. In compliance with your request the following backlog data has been compiled. Normally work accomplishment in the various components of the Center is not expressed in terms of "working days", but rather in the form most suitable for individual component programming and supervisory purposes. For the purpose of this report, which is intended to give you an overall view of the Center's work progress, backlogged work uniformly is interpreted in terms of the "working days" required to eliminate the backlog with currently available personnel.

Backlog Summary

| <u>Function</u>                              | <u>Backlog in Estimated Working Days</u> |
|--|--|
| National Photographic Interpretation         | 18                                       |
| CIA Departmental Photographic Interpretation | 31                                       |
| Edit   | 43                                       |
| Graphical Analysis                           | 45                                       |
| Technical Processing and Related Projects    | 25                                       |
| Mensuration                                  | 19                                       |
| Computer Programming                         | undetermined                             |

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|                         |     |
|-------------------------|-----|
| Photographic Laboratory | 2   |
| Reproduction            | 35  |
| Information Retrieval   | 120 |
| Reference and Research  | 170 |

2. There follows an explanation of each of the foregoing functions:

a. National Photographic Interpretation Backlog. Since April 1961, 492 work requirements have been levied on the Center for which 331 PI projects have been established. This reduction is the result of the consolidation of duplicate requests, assignments for departmental work or cancellations. Insofar as the PI effort is concerned, 264 have been completed and 67 projects are on an average of 51% complete. It is estimated that the remaining backlog amounts to approximately 18 working days.

b. CIA Departmental Photographic Interpretation Backlog. In addition to the 61 projects on hand as of 1 April 1961, 831 projects were established in the following thirteen months. Of this total, 787 were completed leaving 123 on hand as of 1 May 1962, of which about 50 were more than 80% complete. It is estimated that 31 working days would be required to complete the current backlog.

c. Editorial and Graphical Analysis. As soon as the PI effort is complete, projects are sent to the Publications Division for editing, production of graphics, and final layout and typing prior to reproduction. At present, we have 117 projects in various stages of completion in the Publications Division. Of this number about half are on an average of 50% complete. Approximately 43 days of editorial and 45 days of graphical analysis effort would be required to eliminate this backlog.

d. Technical Processing and Related Projects. There are currently 27 technical processing projects (film evaluation, editing, plotting, weather analysis, and compilation of mission statistics) as well as 6 other related projects scheduled in the Technical Intelligence Division. Of these 20 are more than 50% complete; approximately 35 working days of backlog exists.

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e. Mensuration. The Technical Intelligence Division has a total of 23 mensuration projects scheduled. These are all in support of either national or CIA departmental PI projects. About 6 of these are more than 50% complete. In addition, this Division also has several special reports and about 8 performance studies it is currently working on. A second ALWAC computer has been installed to help with this load. A backlog of 19 working days exists in this area.

f. Computer Programming. For both the ALWAC IIIK and Univac 490 computers considerable effort will be devoted to detailed computer programming. Some programs will of necessity be produced in house, but the majority will be prepared under contract. We have no definitive estimate of the work effort called for but it is of considerable magnitude. Arrangements for programming the transition from the ALWAC to Univac 490 must be made and new programs for the Univac 490 must be written.

g. Reproduction and Photo Laboratory. At present, there are about 2 working days of work in the photo lab, and 25 days in printing and reproduction (includes printing, assembling, and binding).

h. Information Retrieval. It would require the Data Management Division 120 working days to bring its classification (indexing for machine input) up-to-date. Currently there is a backlog of 8 days of IBM work in the Division. Late this summer a 1401 IBM Computer will be installed which will quadruple our information handling capability. To install this equipment, check it out and prepare programs for its operation will require about 20 days of effort.

i. Reference and Research. To up-date about 5000 target briefs, other reference materials, our map holdings, and to produce approximately 1000 new target briefs will require in the neighborhood of 170 working days. This would provide optimum collateral records to back the daily collateral support effort.

3. Additional increases in the receipt of useable photography may increase our backlog, but we are taking all possible steps to avoid this.

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4. Should you have any questions regarding the foregoing I will be most happy to discuss them with you.

**ARTHUR C. LUNDHAL**  
**Director**  
**National Photographic Interpretation Center**

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